

**OTFORD  
PARISH  
COUNCIL**

Parish Clerk:  
Sharon Palmer  
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**MINUTES of a MEETING for OPC FINANCE & GENERAL PURPOSES COMMITTEE**

at The School House on 3 August 2015 from 9:15am

Present: Cllr J Edwards-Winser (in the Chair)  
Cllrs J Lawrey, J Verrall and M Whitehead

Clerk: Sharon Palmer

1. **Public Forum.**

No members of the public were present.

2. **Apologies**

No apologies were received.

3. **Disclosures of Interest for items on the Agenda** – None.

4. **Minutes**

The Minutes of the previous meeting held on 6 July 2015 were agreed and signed as an accurate record of the meeting.

5. **Matters Arising**

- |     |  |                             |
|-----|--|-----------------------------|
| 5.1 | Meetings have not yet taken place to assess the refurbishment of the toilets. Ongoing.   | 6/10 JEW<br>Continuing      |
| 5.2 | Drain blockage. Repayment of the bill to clear the blockage is being sought.   | 8/15 Clerk<br>Continuing    |
| 5.3 | Lockable Toilet Roll Holders. This will be considered further when a decision is made regarding the refurbishment.   | 9/15 Clerk/JV<br>Continuing |
| 5.4 | Removal of trees outside a property on The Green. Continuing.  | 13/15 Clerk<br>Continuing   |
| 5.5 | Lighting. Following a review of the existing car park lighting, it was agreed that there is sufficient light to illuminate the pay and display machines and deter vandalism. The addition of a new light will be assessed again in the event of further vandalism. | 14/15<br>Completed          |
| 5.6 | Loan Board Query<br>The Clerk will speak with the Public Loan Board and arrange for a final assessment in the event of the loan for the School House being repaid in full at the December 2015 payment date.   | 19/15<br>Clerk              |
| 5.7 | Grant Request<br>A formal request for a grant from the Petanque Club is still awaited.   | 16/15<br>Continuing         |

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|------|---|---------------------|
| 5.8  | Play Area security. Council agreed that the play area will be locked at night. Locking arrangements will be progressed.   | 30/15<br>Continuing |
| 5.9  | Ash die back inspection. This has been carried out and a written report will be forwarded to the Council.   | Completed           |
| 5.10 | Dog waste bin. This has been installed.   | Completed           |
| 6.   | <b><u>General Finance</u></b>   |                     |
| 6.1  | Details of receipts and payments made since the last Council meeting were received together with details of the last bank reconciliation. Orders for payment were approved.   |                     |
| 6.2  | Budget/Allocation of Reserves<br>The Committee will review the suggested list of Reserves and consider any additional items likely to arise in the next year.   | 21/15<br>Clerk      |
| 6.4  | New bank signatories. The bank mandates are being prepared for signature.   | Completed           |
| 6.5  | The Annual Return 2015 for the charity 'Otford Recreation Ground' has been submitted to the Charity Commission.   | Completed           |
| 6.6  | The Annual Return 2015 for the 'Charity of John Charman' has been submitted to the Charity Commission.  | Completed           |
| 7.   | <b><u>Cemetery</u></b>  |                     |
| 7.1  | Members noted that North West Kent Countryside Partnership will be coppicing the willows at the Cemetery at a cost of £200.   |                     |
| 7.2  | Cllr Verrall reported on health and safety and excavations in public open areas. OPC does not need to carry out further investigations.   | Completed           |
| 7.3  | It was noted that more cars appear to be parking in the car park. This will be monitored.   | 40/15<br>All        |
| 8.   | <b><u>Car Park</u></b>  |                     |
| 8.1  | It was noted that a number of the fence posts need to be refastened. A few Committee members will meet and carry out the work.  | JE-W/JV/MW          |
| 8.2  | Trading in the Car Park was discussed. It was agreed that trading to the general public was not suitable in this location but that if necessary, a food van can use the area when making a delivery.  |                     |
| 9.   | <b><u>Toilets</u></b>   |                     |
| 9.1  | Trees growing alongside the toilets have been removed by Brian Thomas providing access for the wall to be maintained. Once the notices have been moved, Norman Catt will be asked to paint the wall.  | 37/15<br>Continuing |
| 9.2  | Cllr Edwards-Winsor has attempted to clear the blocked toilets along with a professional company. Not all the pipes could be cleared successfully by the jet system as there were insufficient access points to the pipes. Extra inspection/access points are required. | 42/15<br>JE-W       |
| 9.3  | Following discussion, the Committee agreed to RECOMMENDED to Council that the toilets are closed on a permanent basis following repeated vandalism and the high costs of running this facility. In the  | OPC to Vote         |

event of this recommendation being opposed by OPC, a further recommendation of limited opening hours (9am – 4pm) will be recommended.

- 9.4 Lease. There is a hatched area on the site plan within the lease that is not identified. St Bart's Church will be asked to find out the significance of this hatched area as there is no apparent reference to it in the lease. 41/15 Clerk
- 9.5 The windows are in need of replacement. This will be added to the budget to build up a reserve for the work to be done. Clerk
10. **Allotments**  
There were no new financial matters to discuss.
11. **Recreation Ground/Pond**
- 11.1 Arrangements will be made to paint the posts surrounding the pond white in order to make them stand out from the background. The concrete pillar in the entrance to the old Oxford Road will also be painted white to make it more visible. 38/15 BT
- 11.2 The work to cut back the reeds in the pond has been delayed due illness. This work will be carried out in the near future.
12. **School House**
- 12.1 Attic  
Cllr Verrall will continue to search for the source of the damp. Mr Pockett will be asked to look at the roof for damage both inside and out. JV / JE-W
- 12.2 Norman Catt will be asked to clear the loft area of rubbish. A small skip may be required. Mr Catt will be asked to remove all the contents of the loft and leave in the rear area of the driveway. The skip will arrive, be loaded and removed in one day. 39/15 Clerk
- 12.3 Mr Catt will be asked to cost the removal of the hedge and old metal railings in front of the School house. A fence will be erected to match existing. 43/15 Clerk
13. **Chalkpit**  
There were no new financial matters to discuss.
14. **Correspondence**  
There being no other business, the meeting closed at 11.20am.
- 16 **Date of Next Meeting**  
7 September 2015 at The School House starting at 9:15am

Signed ..... (Chairman)      Date .....